

## CALL FOR NOMINATIONS - ELECTED BOARD MEMBERS

**Triathlon Western Australia is seeking nominations from interested and suitably qualified individuals to fill four (4) Elected positions that will become available at the Annual General Meeting (AGM), scheduled to be held on Thursday 29 October 2020.**

Triathlon Western Australia (**TWA**) is the State Sporting Organisation responsible for the development, promotion and governance of the sport of triathlon throughout Western Australia. TWA is a not for profit organisation which is governed by the Board of TWA. TWA is one of eight State Associations, which make up the membership of the national body, Triathlon Australia.

TWA's vision is to inspire Western Australian's to embrace triathlon as a lifestyle, recreation or sporting pursuit and we will do this by growing, strengthening and connecting the triathlon community through membership, clubs, programs and major events.

There are four (4) vacancies at the upcoming AGM.

To ensure that the Board has the right balance of skills to effectively lead the organisation into the future, TWA is seeking nominations from individuals with a range of qualifications, skills and experience, as outlined in the attached position description. It is also desirable for the Board to encompass diversity in aspects such as gender, age, background and perspective.

TWA is committed to gender diversity within all levels of the sport in Western Australia, including a balanced representation of gender within its leadership. Females interested in a unique opportunity to contribute at a strategic level to Triathlon WA are strongly encouraged to nominate for the vacant Board positions.

### HOW TO NOMINATE

Nominations for the position of Elected Board Member need to be;

- In writing, on the attached nomination form;
- Signed by TWO current Individual Members of the Association.
- Signed by the nominee certifying their willingness to accept the nomination; and
- Delivered (in person or electronically) to Executive Director of Triathlon WA at the address below, before **5pm, Thursday 8 October 2020**.

By email to:

Executive Director

Email: [ashleigh.apps@wa.triathlon.org.au](mailto:ashleigh.apps@wa.triathlon.org.au)

Or in Person to

Triathlon Western Australia

EXECUTIVE DIRECTOR

Beatty Park, 220 Vincent Street, NORTH PERTH, WA, 6006

Ph: 08 9443 9778 Office hours 9:00am – 5:00pm Monday-Friday ONLY

For more information, please contact Ashleigh Apps, Executive Director, TWA on 08 9443 9778 or [ashleigh.apps@wa.triathlon.org.au](mailto:ashleigh.apps@wa.triathlon.org.au)

## POSITION DESCRIPTION – ELECTED BOARD MEMBER

### 1. PURPOSE OF THE POSITION

Triathlon WA is in search of experienced candidates for elected board members, with skills that align with the strategic direction of the organisation and complement the current skill mix of the Board.

Board members contribute to the overall governance activities of the board, including providing input on the matters of corporate strategy, policy formulation and implementation, Executive Director performance, as well as oversight of the financial performance, risk management and compliance.

The board plays an important role in the continued progression, improvement, and growth of the sport in WA.

### 2. ORGANISATION CONTEXT

Triathlon Western Australia (TWA) was established in 1986 as the governing body to oversee and promote the progress of the sports of Triathlon, Duathlon, Aquathlon and Multi-Sport in WA.

TWA is a non-profit organisation and is affiliated to the national governing body, Triathlon Australia. A sport once seen as extreme is now accessible to everyone with introductory distances for novice competitors from 200m swim, 6km bike 2km run, right through to the Iron distance.

We focus on encouraging a strong club membership structure which allows for our 2000 strong membership to train within a community of like-minded people. A key focus for us is to promote and capitalise on the health and lifestyle benefits that come from taking part in triathlon - the physical, social and mental benefits.

TWA offers a rewarding environment for members of the board, dedicated and passionate staff, inclusive culture and a genuine appetite for change, challenge and growth. We want others who share our passion for a healthy lifestyle to join our executive ranks and help us in our pursuit of excellence.

### 3. ACCOUNTABILITIES

As a Board member, you will be expected to participate as a member of the Board in:

- Ensuring effective governance of the organisation;
- Formulation of the organisation's strategic direction;
- Reviewing, approving and monitoring the strategic plan and annual budget;
- Monitoring and assessing performance of the organisation;
- Development of board policies;
- Ensuring compliance with the legal requirements;
- Monitoring of risks facing the organisation;
- Monitoring the performance of the executive director;
- Involvement with board sub-committees; and
- Identifying skills required by the board and considering potential candidates.
- Attend all board meetings called during the year, unless prevented by exceptional circumstance.
- Attend the annual general meeting and such other extraordinary general meetings, as may be necessary.

#### 4. QUALIFICATIONS AND/OR EXPERIENCE

The TWA Board on recommendation from the Board Nominations Committee is calling for nominations from candidates who have demonstrated experience in the skill sets listed below.

Candidates need to address five (5) of the skill sets below, with a minimum of three (3) skill sets from **column A**.

<b>Column A</b>	<b>Column B</b>
Governance	Human Resources
Financial Management	Board Experience
Legal	Connection to Triathlon WA Community
Strategic Planning	Director Qualification
Risk Management	Marketing
Stakeholder Engagement	Sports Administration

#### 5. CONDITIONS

- Nominees must be over 18 years of age
- Nominees for Elected positions on the Board must declare any position they hold in an Affiliated Club, including as an office bearer, director or a paid appointee.
- Nominees must complete Board Nominations Form provided by Triathlon WA and submit to the Executive Director by the advertised closing date.
- Elected Board Members must declare their interest in any contractual, selection, disciplinary or other matter in which a conflict of interest arises or may arise, and will absent themselves from discussions of such matter and will not be entitled to vote in respect of such matter.
- All Elected Board Members hold office for a two-year term and may serve a maximum of ten (10) years.
- All nomination forms must be signed by two (2) members of the Association.
- In compliance with current legislation, all candidates elected to the board, where applicable may be asked to provide a Working with Children (WWC) Check. If exempt from the WWC candidates may be required to apply for National Police Clearance for Volunteers. Your nomination to the board indicates acceptance of this condition.
- Board meetings are held on a monthly basis (the last Wednesday of the month), starting at 6:00pm at the Triathlon WA Office in North Perth.

## NOMINATION FORM – ELECTED BOARD MEMBER

### NOMINEES DETAILS

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

TA Membership:  Yes  No

### MEMBERS SIGNATURES

ALL Nominations must be signed by 2 Individual Members of the Association

**Member to Sign:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

TA Member #: \_\_\_\_\_

**Member to Sign:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

TA Member #: \_\_\_\_\_

Nominations must be received prior to 5:00pm **Thursday 8 OCTOBER 2020**

by email to:

Executive Director

Email: [ashleigh.apps@wa.triathlon.org.au](mailto:ashleigh.apps@wa.triathlon.org.au)

Or in Person to

Triathlon Western Australia

EXECUTIVE DIRECTOR

Beatty Park, 220 Vincent Street, NORTH PERTH, WA, 6006

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**NOMINEE INFORMATION**

**In 500 words or less, please summarise your skills, experience, and qualifications on how you meet the required skill sets, with a minimum of 3 skill sets from column A (outlined in the position description above).**

**TRIATHLON WESTERN AUSTRALIA CALL FOR NOMINATIONS**  
ELECTED BOARD MEMBERS 2020/21 & 2021/22



**In 100 words or less, please summarise any other skills sets, experience, and qualifications that contribute to the role on the TWA Board.**

**PERSONAL STATEMENT: in 100 words or less, please provide details of why you are applying for this role on the TWA Board (i.e. what prompted you to nominate for the Board and what you feel you can contribute to the Board).**

**NOMINEE AGREEMENT & CONSENT**

I, \_\_\_\_\_ (the nominee) by signing below, confirm that I am willing to accept this nomination and I have read, understood and accept the conditions contained in Point 5 of the TWA Board Director Position Description.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Nominations must be received prior to 5:00pm **Thursday 8 OCTOBER 2020**

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Please note that this nomination will be invalid unless this form has been fully completed.